

Filing the Maryland Annual Report or Personal Property Return

Before you start:

- Only **2018 Annual Reports** and **2018 Personal Property Tax Returns** can be submitted online at the present time. If you need to file previous years' or overdue returns, download and complete an **Annual Report** and/or **Personal Property Tax Return** here: [Downloadable SDAT Forms](#)
- If you need more time to file you may request an extension using the Personal Property Extension system at <http://pprextensions.dat.maryland.gov>. You must request the extension by April 16, 2018 and file the return no later than June 15, 2018.

Do I need to file both an Annual Report and a Personal Property Tax Return?

- All business entities formed, qualified, or registered to do business in Maryland **must** file an **Annual Report**. If the business can answer "Yes" to either of the following questions, they must also file a **Personal Property Tax Return**;
 - Does the business own, lease, or use personal property located in Maryland?
 - Does the business maintain a trader's license with a local unit of government in Maryland?

Can I file a 2018 Annual Report and 2018 Personal Property Tax Return using Maryland Business Express?

- If your business falls into one of the following categories, you will **NOT** be able to file your **Annual Report** and **Personal Property Tax Return** online. You will need to download and complete an **Annual Report** and/or **Personal Property Tax Return** here: [Downloadable SDAT Forms](#)
 - Government Entity
 - General Partnership
 - Credit Union, Financial Institution, Bank, Savings Bank, Savings & Loan, and Trust Companies
 - Co-operative (Non-stock)
 - Rental Property in Worcester County (Unincorporated)
 - Public Utility
 - Cable Company
- If the following condition applies to your business, you will **NOT** be able to file your **Annual Report** and **Personal Property Tax Return** online.
 - You created your business on or after January 1, 2018. If you registered your business on or after January 1, 2018, you are NOT required to file an **Annual Report** or **Personal Property Tax Return** until April 15, 2019.

Still have questions?

Please contact the **Maryland State Department of Assessments and Taxation**, Taxpayer Services Division if you have any question about how to complete either the **Annual Report** or the **Personal Property Tax Return**.

- Questions regarding the **Annual Report** - Please contact the Charter unit at 410-767-1340 or by email at sdatt.charterhelp@maryland.gov.
- Questions regarding the **Personal Property Tax Return** - Please contact the Personal Property unit at 410-767-1170 or by email at sdatt.persprop@maryland.gov.

OK, now what?

You will need your **Department ID** to begin your online **Annual Report**. If you do not know your **Department ID**, look it up on the [Maryland Business Express - Business Entity Search](#) (search by your business name).

If this is the first time you are filing an **Annual Report** and **Personal Property Tax Return**, you may still use the Maryland Business Express (MBE) and file online, but your documents will have to be reviewed by the **Maryland State Department of Assessments and Taxation** before being accepted. You will be notified once the documents have been reviewed. (Usually within 4 weeks of filing.)

If your business has multiple locations, you may still use MBE to file your **Annual Report**, but your **Personal Property Tax Return** must be uploaded as an attachment to your **Annual Report**. You may also download the MBE **Cover Sheet**, attach it to your **Personal Property Tax Return**, and then mail those documents directly to the **Maryland State Department of Assessments and Taxation**. The **Cover Sheet** will help us link your **Annual Report** filed online to your **Personal Property Tax Return**. Failure to include this with your documents may delay the processing of your return.

For any business eligible to upload a PDF of their **Personal Property Tax Return**, there is a 4 MB limitation to the file size. **Maryland Business Express** will attempt to upload your document, but if the document is too large you will have to select the **Cover Sheet** option. Attach the **Cover Sheet** to your **Personal Property Tax Return** and mail those documents directly to the **Maryland State Department of Assessments and Taxation**.

In most cases, you should be able to submit your **Annual Report** using **Maryland Business Express**. Any filing fees are associated with the **Annual Report** and must be paid in order to submit your **Annual Report** and/or **Personal Property Tax Return**, regardless of which method you choose to submit them. Filing Fees range from \$0 up to \$300, depending on the type of business you have, plus a convenience surcharge of \$3 or 3%. The **Personal Property Tax Return** does not have any filing fees associated with it.

To help you complete your filings, [view the demo here](#) to preview the screens. Otherwise, click 'Continue' below, to begin.

